



# Department of Development Services

## Building Division

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Ronald L. Lynn, Director/Building Official - Gregory J. Franklin, Assistant Director

### Engineering Management Audit

Pursuant to Technical Guideline TG 16, "Clark County staff shall perform audits/performance evaluations of approved agencies and their personnel". The intent of this audit is to verify that the designated Engineering Manager is/has been fulfilling his/her responsibilities to the Building Official. Additional items from the Building Administrative Code of Clark County, the Technical Guidelines and Referenced Standards may also be included in this or subsequent audits.

Engineering Manager		Prime Agency		Date/Time	
CCBD Auditor (s)					
1	Is the Engineering Manager available at the premises during business hours? <ul style="list-style-type: none"><li>1<sup>st</sup> attempt to contact – Date &amp; Time <input type="checkbox"/> Available <input type="checkbox"/> Not available</li><li>2<sup>nd</sup> attempt to contact – Date &amp; Time <input type="checkbox"/> Available <input type="checkbox"/> Not available</li><li>3<sup>rd</sup> attempt to contact – Date &amp; Time <input type="checkbox"/> Available <input type="checkbox"/> Not available</li></ul>				
2	Is the Engineering Manager directing the operations of testing and inspections? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"><li>Are policies and procedures in the agency's Quality Systems Manual being followed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>Has the agency provided special inspection activities on a project that exceeded the scope of permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>Has the agency assigned unapproved personnel on projects requiring special inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>Has the agency submitted all required fees as detailed in the Building Administrative Code? <input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul>				
3	What method is being utilized by the Engineering Manager to certify the inspection and testing process?				
4	Is certification of various aspects of the special inspection process accomplished through participation in accreditation programs such as AMRL, CCRL, A2LA, LAB, NAVLPA, IAS, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
5	How is the Engineering Manager ensuring that special inspection is performed pursuant to the approved construction documents and the technical codes and within the scope of the permit?				
6	What are the results of evaluation of the number of disapproved reports such as Final QAA reports, Final Grading Reports, Pad Certification Reports, etc.?				
7	Is the Engineering Manager directing and reviewing the internal audit and in-house training program? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"><li>Is the review process undertaken? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>Is the review process documented? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>Are the results used to determine if corrective actions are necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul>				

#### Audit Findings

- ☐ No deficiencies noted
- ☐ Deficiencies noted require corrections and/or re-audit is required. Prime Agency and Engineering Manager were notified in writing
- ☐ Re-audit performed. Documented deficiencies were not corrected and enforcement actions were issued
- ☐ Enforcement actions were not resolved. Initiate Administrative process (BAC 22.02.540) to condition, suspend or revoke approved status
- ☐ Engineering Manager failed to be present. Enforcement actions were issued and/or initiate Administrative process (BAC 22.02.540) to condition, suspend or revoke approved status.
- ☐ Additional finings are attached

Engineering Manager/Prime Agency notified on Month (                      ), Day (                      ), Year (                      )